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# Request to Register with LANL in Ariba

## [www.lanl.gov/business](http://www.lanl.gov/business)

Business

### Business

We seek to do business with qualified companies offering value and high-quality products and services.

#### LANL Acquisition Services Management Supplier-Subcontractor Survey 2021

LANL will fully launch its new procurement system — Ariba — on June 1. If you have not registered on the Ariba Network, please do [so here](#) to continue doing business with LANL after June 1. Most existing contracts will be transitioned from Oracle to Ariba.

Visit our [Supplier Resources webpage](#) for additional information, training and resource material. If you have questions or need assistance, please contact the LANL Supplier Management Team at [aribasuppliers@lanl.gov](mailto:aribasuppliers@lanl.gov).



#### Do business with us

We offer business opportunities to many suppliers and partners, and we put money back into the community by working with local small businesses.

Our suppliers meet specific quality, safety and security standards, including International Organization for Standardization and New Mexico quality standards and security clearances.



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ARIBA LOGIN

#### BUSINESS

[Business Home](#)

#### SUPPLIER OUTREACH

[Procurement Transformation](#)

[Supplier Diversity](#)

[Supply Chain Principles](#)

#### SUPPLIER RESOURCES

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[Ariba Supplier Resources](#)

[Forums](#)

[COVID-19 Business Resources](#)

[Invoicing and Payment](#)

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#### CONTACT US

[Business Contact List](#)

[General Inquiries](#)  
[business@lanl.gov](mailto:business@lanl.gov)



# Supplier Self-Registration Request

## Supplier Self-Registration Request

### Supplier Information

Supplier Name. Please use all CAPS. \*

Doing Business As (D/B/A, if applicable). Please use all CAPS.

DUNS Number

Main Address \*

Street \*

Line 2

Line 3

City \*

Postal Code \*

Country \*

### Supplier Contact Information

First Name \*

Last Name \*

Organizational Role

Phone \*

Email \*

### Additional Information

Category(ies) your Company can provide \*

Region(s) your Company can service \*

Additional Comments

Submit

Cancel



# Confirmation of Request



Your request for registration as a supplier with LANL is complete.

The LANL supplier management team will review your request details and make a decision on your request.  
Decision will be sent to your email at [lanittestsupplier@lanl.gov](mailto:lanittestsupplier@lanl.gov)

## Supplier self-registration request form

[Print](#)

### Supplier Information

Supplier Name. Please use all CAPS.	LANL TEST SUPPLIER
Doing Business As (D/B/A, if applicable). Please use all CAPS.	
DUNS Number	
Main Address	1234 mainstreet Los Alamos, New Mexico (NM) 87544 United States

### Supplier Contact Information




First Name	Michael
Last Name	Scott
Organizational Role	
Phone	506670000
Email	<a href="mailto:lanittestsupplier@lanl.gov">lanittestsupplier@lanl.gov</a>

### Additional Information

Category(ies) your Company can provide	Activity specific environmental auditing services, Hydraulic tools
Region(s) your Company can service	North America, United States of America, New Mexico
Additional Comments	



# Confirmation of Request

 Reply  Reply All  Forward



Wed 1/20/2021 4:17 PM

owner-aribasuppliertest@maillist.lanl.gov on b

[EXTERNAL] LANL is reviewing your registration request

To ZZZ LANL TEST SUPPLIER



Hello ZZZ LANL TEST SUPPLIER,

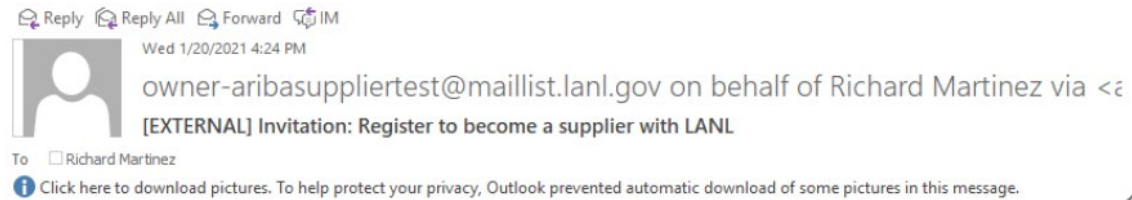
LANL has received your registration request and will review it for approval.  
Their response will be emailed to [aribasuppliertest@lanl.gov](mailto:aribasuppliertest@lanl.gov).

If you have any questions, please don't reply to this email but instead contact LANL directly.

This email has been sent to you on behalf of LANL by SAP Ariba.



# Invitation to Register



Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.  
Ariba Logo

## Register as a supplier with LANL

Hello!

Richard Martinez has invited you to register to become a supplier with LANL. Start by creating an account with Ariba Network. It's free.

LANL uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If **ZZZ** LANL TEST SUPPLIER already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

[Data Policy](#) | [Contact Us](#) | [Customer Support](#)



# Log into Ariba or Create Ariba Account

The screenshot shows the SAP Ariba 'Register' page. The browser address bar displays the URL: `service.ariba.com/Register.aw/124987034/aw?awh=r&lawssk=8HydH1dn&dard=1&ancdc=1`. The page header includes the SAP logo and 'Ariba Proposals and Questionnaires'. A welcome message reads 'Welcome, Richard Martinez'. Below this, a yellow banner asks 'Have a question? Click here to see a Quick Start guide.' The main content area instructs the user to 'Sign up as a supplier with LOS ALAMOS NATIONAL LABORATORY - TEST on SAP Ariba.' It states that the organization uses SAP Ariba for procurement and provides a link to 'Create an SAP Ariba supplier account and manage your response to procurement activities required by LOS ALAMOS NATIONAL LABORATORY - TEST.' Two buttons are highlighted with red circles: a blue 'Sign up' button and a blue 'Log in' button. The 'Log in' button is preceded by the text 'Already have an account?'. Below the buttons is a section titled 'About Ariba Network' which describes the network as an entryway to seller solutions and lists several benefits. At the bottom, it states 'Moving to the Ariba Network allows you to log into a single location to manage:' followed by a list of managed items.

Arriba Spend Management x Arriba Commerce x +

service.ariba.com/Register.aw/124987034/aw?awh=r&lawssk=8HydH1dn&dard=1&ancdc=1

Apps Gmail YouTube Maps Los Alamos Nation... Arriba Spend Manag...

SAP Ariba Proposals and Questionnaires

Welcome, Richard Martinez

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with **LOS ALAMOS NATIONAL LABORATORY - TEST** on SAP Ariba.

LOS ALAMOS NATIONAL LABORATORY - TEST uses SAP Ariba to manage procurement activities.  
Create an SAP Ariba supplier account and manage your response to procurement activities required by LOS ALAMOS NATIONAL LABORATORY - TEST.

**Sign up**

Already have an account? **Log in**

Documentation Support

Can't log in? Let us help you!

### About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks





# Create Ariba Account

Arriba Spend Management x Arriba Sourcing x +

service.ariba.com/Register.aw?124987034/aw?awh=r&awssk=8HydH1dn&awrdt=1

Apps Gmail YouTube Maps Los Alamos Nation... Arriba Spend Manag...

SAP Arriba Proposals and Questionnaires

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by LOS ALAMOS NATIONAL LABORATORY - TEST.

Create account and continue Cancel

Don't log in? Let us help you!

Documentation Support

Company information

\* Indicates a required field

Company Name: ZZZ LNL TEST SUPPLIER

Country/Region: United States (USA)

Address: 123 main st

Line 2

Line 3

City: Los Alamos

State: New Mexico (US-NM)

Zip: 87544

User account information

\* Indicates a required field

Name: Richard Martinez

Email: rmartinez@lanl.gov

Use my email as my username

Username: zzzlnltestsupplier@lanl.gov

Password:

Language: English

Email orders to: rmartinez@lanl.gov

SAP Ariba Privacy Statement

Must be in email format (a.b.c@domain.com)

Password must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web browser.

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address first. You can change this anytime.

Tell us more about your business

Product and Service Categories: Enter Product and Service Categories

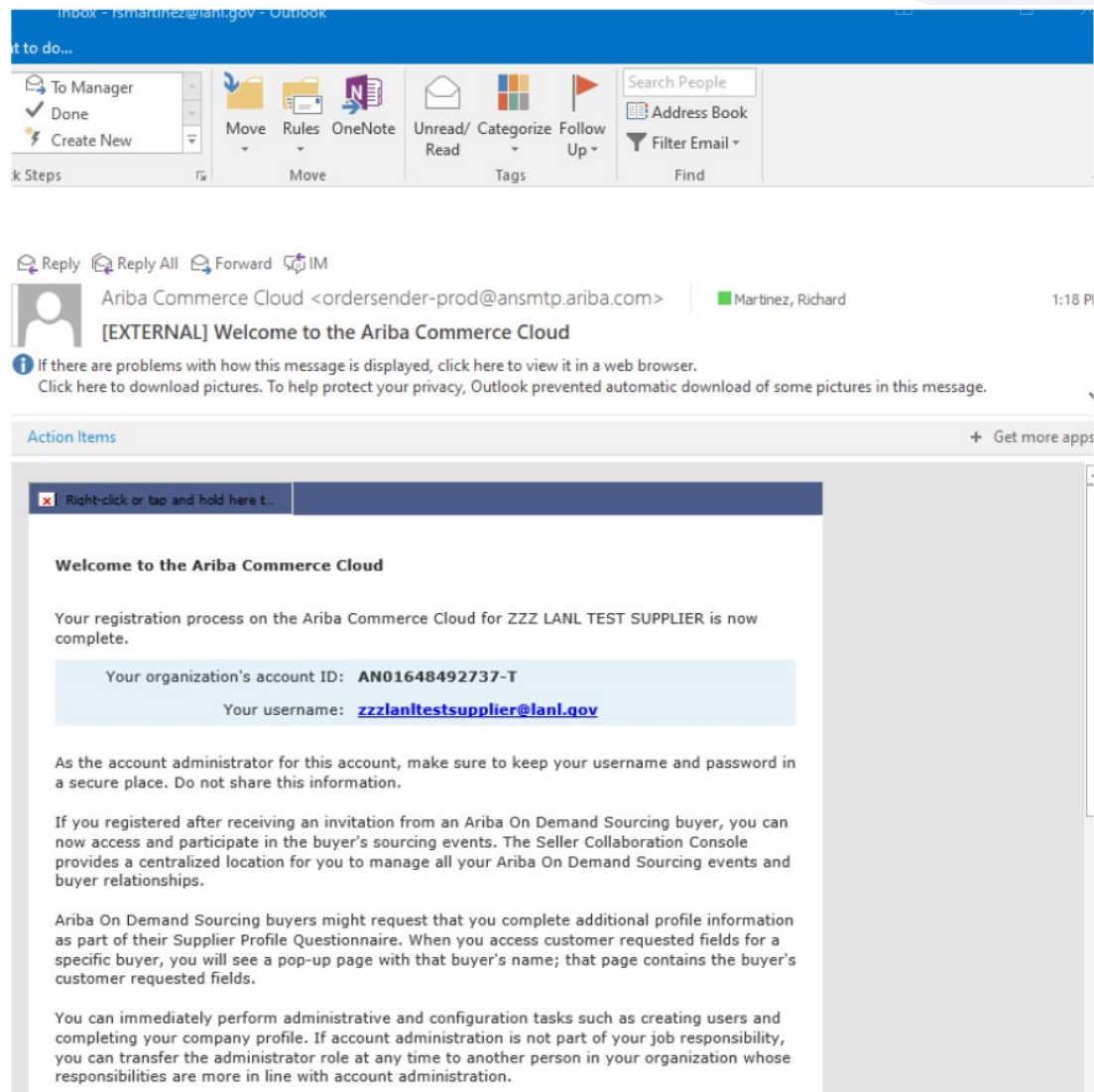
Add -or- Browse

Ship-to or Service Location: Enter Ship-to or Service Location

Add -or- Browse



# Confirmation of Ariba Account Creation



# Log into Ariba

The screenshot shows a web browser window with the URL `service.ariba.com/Register.aw?awh=r8lawssk=8fhydH1dn&awrdt=1`. The browser's address bar and tabs are visible at the top. The page header includes the SAP logo and the text 'Ariba Proposals and Questionnaires'. A blue sidebar on the right contains the text 'Can't log in? Let us help you!' and links for 'Documentation' and 'Support'. The main content area is titled 'Enter Your Account Information' and includes a note: '\* Indicates a required field'. Below this, a paragraph explains that the user is using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. The registration form contains two input fields: 'Username: \*' and 'Password: \*', both highlighted with yellow. Below the password field are links for 'Forgot Username' and 'Forgot Password'. At the bottom right of the form, there are two buttons: 'Continue' (highlighted with a red circle) and 'Cancel'.

Enter Your Account Information \* Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username: \*

Password: \*

[Forgot Username](#)  
[Forgot Password](#)



# Proposals and Questionnaire Dashboard

SAP

Ariba Proposals and Questionnaires

Standard Account

Upgrade

TEST MODE


?

GC

LANL - TEST

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



Events

Title	ID	End Time	Event Type	Participated
No items				

Risk Assessments

Title	ID	End Time	Event Type
No items			

Registration Questionnaires

Title	ID	End Time	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc173063890	4/4/2021 2:16 PM	Invited

Qualification Questionnaires

Title	ID	End Time	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time	Commodity	Regions	Status
No items					

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No items					

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				



# LANL Registration Questionnaire

Arriba Spend Management x Arriba Spend Management x +

s3.ariba.com/Sourcing/Main/aw?awh=r&awssk=3vcWdgpG&realm=lanl-T&passwordadapter=SourcingSupplierUser&dard=1#b0

Apps Gmail YouTube Maps Los Alamos Nation... Arriba Spend Manag...

Console Doc159539179 - Supplier Registration Questionnaire Time remaining 29 days 23:30:12

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

2 Company Information

3 Primary Points of Co...

4 Export Control

5 Foreign Ownership an...

6 DOE Complex Experience

7 Insurance

8 Socioeconomic and SU...

10 Goods and Services O...

All Content

Name ↑

1 While completing this questionnaire, remember to save your work if it cannot be completed in one session. Save your work by scrolling to the bottom of the questions and click the "Save" button. Once completed, please click "Submit" to return the document to LANL for review.

▼ 2 Company Information

2.1 Enter your Legal/Registered Business Name as filed with the relevant jurisdiction. Please use all CAPS.

2.2 Doing Business As (D/B/A If Applicable). Please use all CAPS.

2.3 Enter the Legal/Registered Business Address associated with the Legal Business Name exactly as filed with the relevant jurisdiction.

Street: 123 main st

City: Los Alamos

State/Province/Region: US-NM

Postal Code: 87544

Country/Region: United States

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



# LANL Registration Questionnaire

Ariba Sourcing

Go back to LANL - TEST Dashboard Desktop File Sync

Console Doc159539179 - Supplier Registration Questionnaire Pending Approval

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

2 Company Information

3 Primary Points of Co...

4 Export Control

5 Foreign Ownership an...

6 DOE Complex Experience

7 Insurance

8 Socioeconomic and

You have submitted a response to the questionnaire.

All Content

Name ↑

cannot be completed in one session. Save your work by scrolling to the bottom of the questions and click the "Save" button. Once completed, please click "Submit" to return the document to LANL for review.

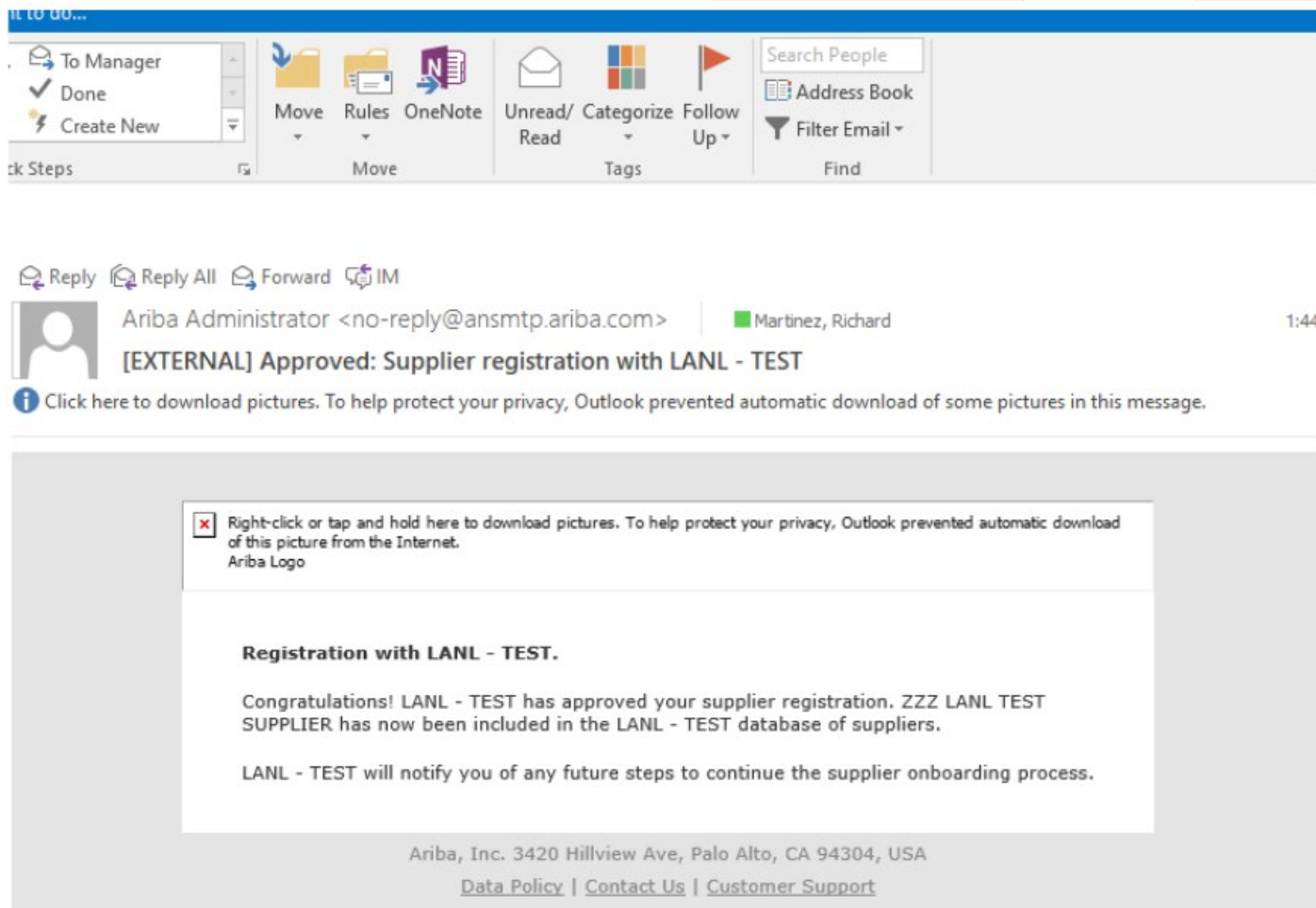
▼ 2 Company Information

2.1 Enter your Legal/Registered Business Name as filed with the relevant jurisdiction. Please use all CAPS.	ZZZ LANL TEST SUPPLIER
2.2 Doing Business As (D/B/A If Applicable). Please use all CAPS.	
2.3 Enter the Legal/Registered Business Address associated with the Legal Business Name exactly as filed with the relevant jurisdiction.	123 main st Los Alamos, US-NM 87544 United States
2.4 Enter the DUNS Number associated with your Legal Business Name above. Please DO NOT enter any DUNS Number associated with a branch office or other site location.	
If you do not have a DUNS Number, please use the following link to create one. <a href="https://www.dnb.com/duns-number/get-a-duns.html">https://www.dnb.com/duns-number/get-a-duns.html</a>	
2.5 DUNS Number	123456789

Compose Message



# LANL Registration Questionnaire Confirmation Email



# Contacting Ariba Support

## **1. For login issues such as a locked account or username/password issue:**

To resolve a username/password issue or duplicate account issue, you will need to contact Ariba Support. Their phone number is: 866-218-2155 option 4, then 1 to reach a live person.

## **To access the Help Center:**

- 1) Click the Help icon (?) on the top right corner of the page.
- 2) Access the Help Center by clicking Support in the bottom right corner, next to the headset icon.
- 3) Enter a brief description of your question or issue in the 'I need help with' field. You can improve your search results by searching for only the most important words. Search strings of three or fewer words tend to return better results than longer phrases or sentences.
- 4) Click Start.

Search results will appear below your search term. If you were unable to find a solution, respond to the questions under Contact Ariba Customer Support and you will be presented with available contact methods including Click-to-Call, Live Chat, or email. SAP Ariba uses Click-to-Call, a streamlined phone support experience.







# Contacting Ariba Support-Request a Call Back

## To request a call, follow these steps:

- 1) Click Get help by phone.
- 2) Complete all required fields and provide as many details as you can:
- 3) Short Description: The search term you used in the previous screen will populate here, you can edit if needed.
- 4) Affected Buyers (if applicable): Select the buyer associated to the question or issue you're having.
- 5) Details: Provide document numbers, steps to reproduce an error/unexpected result, or explain what you need assistance with.
- 6) Review your Contact Information for accuracy and edit if necessary.
- 7) Click Submit.

A confirmation screen will appear once your request has been submitted and will provide you with an estimated wait time. You can also use the above steps to engage with Support by live chat (when available) and by email.

